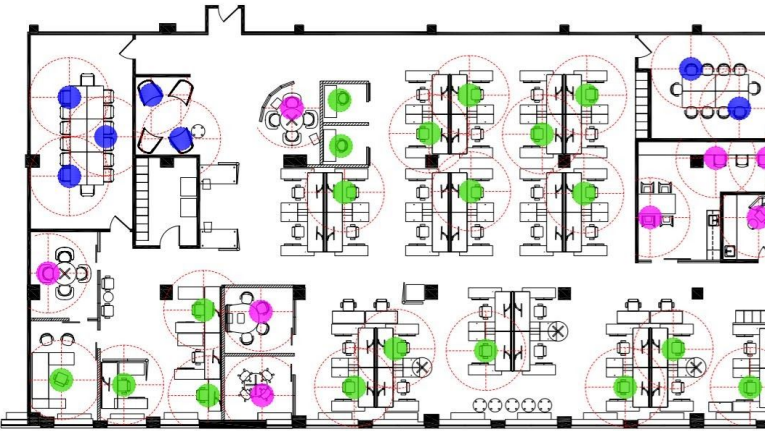


GSA recommends continuing to maximize telework for employees who can do their jobs effectively at home. For job functions that cannot continue to be performed via full-time telework, consider one or more of the following **occupancy reduction strategies** for sharing workspace safely:

- Assign seating when possible and avoid sharing workstations.
 - Avoid seating staff face-to-face.
 - Use no more than every other workstation. If your agency uses a booking system to reserve workstations, remove unavailable workstations from the reservation system. Remove or cordon off unavailable workstations.
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- Bring employees back in groups. A few examples:
 - Group X comes to the office Monday, Wednesday, and Friday. Group Y comes to the office Tuesday and Thursday. Groups X and Y occupy alternate desks.
 - Use shift-work schedules to limit the number of staff in the office and common areas at the same time.
 - Stagger weeks that staff must report to the office. Group A reports to the office daily for the first week, then teleworks for three weeks. Group B reports to the office the second week, and so forth for Groups C and D. Have each group use a new set of workstations to limit use of the same desk within a 7-day period.
 - Have teleworkers schedule days they need to be in the office. Number workstations 1–5 (or 1–7, if your agency has a weekend shift). Only workstations marked as #1 would be available on Mondays, #2 on Tuesdays, and so forth. This keeps workstations from being used by multiple people within a 7-day period.
 - Ensure desks are thoroughly cleaned and disinfected before a new person uses the area.
 - Enforce a clean desk policy so staff and cleaning crews can thoroughly disinfect surfaces.

If you don't know where to start, GSA's [Total Workplace Program](#) can provide your agency with access to contract design assistance and tools to optimize your workplace. If you need help evaluating long-term solutions or starting change management, or if you are ready to work with us, please contact us at workplace@gsa.gov.

